



CITY OF WILLIAMSBURG
MEMORANDUM

TO: Planning Commission

DATE: January 8, 2004

SUBJECT: Comprehensive Plan Work Session Format

Listed below is the format for a typical work session agenda. An open forum is suggested at the beginning and end of each work session, to give persons at the meeting an opportunity to address the Commission.

**PLANNING COMMISSION
WILLIAMSBURG, VIRGINIA
WORK SESSION AGENDA**

The meeting will be called to order in Conference Room 3A, Williamsburg Municipal Building, 401 Lafayette Street, on _____

WORK SESSION – COMPREHENSIVE PLAN UPDATE

1. Open Forum
2. Discuss Comprehensive Plan issues with scheduled group or organization
3. Review scheduled Comprehensive Plan topic
4. Information Items
 - Any applicable information items to be included in agenda packet
5. Open Forum

Reed T. Nester, AICP
Planning Director